EXPENSE REPORT RETURNED TO USER – EMAIL MESSAGES FROM CONCUR
Concur Expense Report returned to user - email messages

If an Expense Report is returned...

1. You will receive an email with a message from the Approver. The Approver is identified on the first line “Changed By.”

   ![Image of email message showing Changed By: Naomi Watkins]

2. Read comments, they are in *italicized text* (see above).

3. Return to Manage Expenses. A Returned Report will be in **RED** under Active Reports.
4. Open Expense report, make changes as needed.
5. Comments can be viewed and you can leave a new Comment under Details.